



Our Mission:

Empowering people to discover their directions for life in a changing world

## **Office Manager**

Southeastern Directions for Life has an immediate opening for a full-time Office Manager at the Summit Location; day hours Monday-Friday with the ability to work evenings.

**QUALIFICATIONS:** Associates Degree in the Business field, Bachelor's degree preferred. Must possess good communication skills, the ability to work well with people, the ability to keep information confidential and the ability to independently follow through on assignments. Must have good typing skills with knowledge of computer internet/e-mail use. Must pass a comprehensive criminal background check to include fingerprinting, drug screening, Dept. of Social Services Central registry check and an MVR. Must have a valid driver's license and car insurance.

**JOB SUMMARY:** Position is responsible for performing a variety of duties and must be prepared to handle many tasks at once. Some duties will include answering multi-line phone system, taking messages, and forwarding calls, distributing mail, scheduling appointments/meetings and provide other staff with any clerical support needed. The Office Manager will be responsible for oversight and supervision to other front desk support staff. This position must be able to always convey a professional and caring attitude. Must be able to confidentially handle all day-to-day matters.

## **Professional Integrity and Growth:**

### **Essential Job Functions: General**

1. Perform in accordance with the policies and procedures of Southeastern Directions for Life.
2. Administer all aspect of position using good judgment and sound reasoning based on education and experience.
3. Participate in staff development activities to enhance professional skills and growth.
4. Maintain confidentiality.
5. Maintain a valid driver's license and a good driving record so as not to put Southeastern Directions for Life insurance in jeopardy.
6. Maintain positive rapport with staff and individuals within the agency.
7. Perform in accordance with the Core Values of the agency.
8. Complete necessary paperwork accurately and on time.

Please email resume and/or application to: [hr@southeasternbh.org](mailto:hr@southeasternbh.org)

Equal Employment Opportunity/Affirmative Action Employer Minority/Female/Disability/Veteran